UNITED
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Secretariat

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INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Director, Office of General Services

Subject: ARRANGEMENTS FOR ADMISSION TO THE PREMISES, PARKING, TRAFFIC, DELIVERIES, CATERING FACILITIES AND COMMERCIAL OPERATIONS FOR THE FORTY-EIGHTH SESSION OF THE GENERAL ASSEMBLY

1. The present circular describes the arrangements that will be in effect at Headquarters during the forty-eighth session of the General Assembly for admission to the premises, parking, traffic, deliveries, catering facilities and commercial operations. It should be read in conjunction with administrative instruction ST/AI/387 of 10 September 1993 on security arrangements for admission to United Nations Headquarters.

Admission to the Headquarters buildings and access to restricted areas

2. Staff members, accredited members of non-governmental organizations, the press and other affiliates will be admitted to the United Nations premises only upon presentation of a valid United Nations identification card or laissez-passer. Staff members are reminded that, for security reasons and in accordance with Secretary-General's bulletin ST/SGB/259 of 2 July 1993, identification cards MUST be worn at all times in a clearly visible manner while inside the premises. It is the responsibility of staff members to ensure that their identification cards are current. Expired cards will be replaced by the Pass and Identification Unit, room GA-100, upon presentation of an application signed by the staff member's executive/administrative officer. Staff members who have forgotten their identification cards will be directed to the 46th Street Visitors' Entrance, and required to pass through the magnetometer. Upon presentation of personal identification bearing a photograph, staff members can obtain a day pass at the information desk located in the lobby of the General Assembly building.

3. The second floor of both the General Assembly and the Conference buildings will be reserved for the use of members of delegations, staff members having official business in that area and the accredited members of the information

media. Proper identification of such individuals will be required. Accredited photographers and television film crews must be accompanied by a Liaison Officer from the Media Accreditation and Liaison Unit of the Department of Public Information to the second floor restricted areas. In order to gain access to the second floor, including the North Lounge and the General Assembly Hall, authorized staff members must be in possession of either an identification pass with a gold background or any other valid United Nations pass, together with a restricted-area pass for the forty-eighth session of the General Assembly. Bearer passes will be issued under arrangements made by the staff member's executive/administrative officer. Identification cards and restricted-area bearer passes must be worn in a visible manner and are subject to verification by security officers.

4. The South Lounge on the second floor of the Conference Building, exclusive of the adjoining Security Council Lounge, is open to staff members when the Security Council is not in session.

5. Staff members are reminded of the existing arrangements under which all visitors on official business or guests wishing to gain access to the premises must enter through the 46th Street Visitors' Entrance, and then pass through the magnetometer prior to requesting admission to the Secretariat Building. At the information desk, an inquiry will be made as to whether the official to be visited wishes to receive a visitor. If so, the security officer will issue a visitor's day pass after obtaining personal identification bearing a photograph, which will be returned upon the visitor's departure from the building. During peak periods of the General Assembly, staff members are asked to restrict visits by outside persons to those involving official business. It will be the responsibility of each staff member visited to meet guests, accompany them at all times, and later escort them back to the public area in the General Assembly lobby for exit. Staff members will NOT be permitted to bring visitors into the premises through the Secretariat entrance. Guests of staff members will not be permitted to enter restricted areas.

6. To the extent that space is available, staff members will be accorded access to the gallery seating areas of the conference rooms and General Assembly Hall upon presentation of their identification cards. On certain days, special arrangements may be in effect. Effective 18 September 1993, guided tours in the building will be suspended.

Traffic in the Secretariat Circle

7. Vehicular access through the Secretariat Circle will be restricted to the vehicle of the permanent representative of each permanent mission to the United Nations. No other vehicular access will be permitted. Staff members who normally have family members or friends meet them in the Secretariat Circle must make arrangements to be met outside United Nations premises. Staff members arriving and departing by taxi will have to be dropped off and picked up outside the 43rd Street Entrance. Exceptions will be made for disabled persons, upon appropriate certification by the Medical Service.

Parking

8. Parking in the garage will be limited to staff members in possession of valid parking permits or decals. A limited number of temporary permits may be

issued to staff members upon written justification of the administrative/executive officer, and approval of the Garage Review Board, if exigencies of the service require the use of a vehicle for transportation. All holders of valid parking permits must ensure that they are prominently displayed and readily visible to security officers at entry points and while the vehicles are on the premises. Vehicles not displaying a valid permit are liable to be towed off the premises for security/safety reasons. Car pools carrying passengers who are not in possession of valid United Nations identification will be required to discharge those persons before entering the service drive.

9. All vehicles other than those belonging to the permanent representative of each permanent mission to the United Nations will be required to enter/exit the garage via the 48th Street Entrance. Vehicles may also exit through the 42nd Street Entrance between 8 a.m. and 7 p.m., Monday through Friday.

Dining room, other catering facilities and commercial operations

10. The Ex-Press Bar may not be used for parties during the session of the General Assembly. The hours of service of the Delegates' Dining Room are 11.30 a.m. to 2.30 p.m. Staff members wishing to eat in the Delegates' Dining Room are encouraged to make their reservations (ext. 3.7625) from 11.30 a.m. to noon or after 2 p.m., since the demand at 1 p.m. is usually heavy.

11. Staff members whose lunch hour is not determined by the schedule of meetings are urged to avoid using the cafeteria when it is most crowded, that is, between 12.45 and 1.45 p.m. Alternatively, lunch facilities in the following areas may be used: the Staff Café on the fourth floor, the UNCA Club on the third floor, the Vendery on the third floor of the General Assembly Building, the Coffee Shop in the first basement of the General Assembly Building (Visitors' Area), the cafeteria on the third floor of the UNDC-1 Building, and the cafeteria on the first floor of the UNICEF Building.

12. The hours of operation of the various facilities during the forty-eighth session of the General Assembly will be as follows:

21 September to 31 December 1993

Cafeteria (Secretariat Building - first floor)

Monday - Friday	8 a.m. - 10 p.m.

UNCA Club (Secretariat Building - third floor)

Monday - Friday	10 a.m. - 2.30 p.m.

Staff Café (Conference Building - fourth floor)

Monday - Friday	Noon - 3 p.m.
Saturday	9 a.m. - 5 p.m.

Vendery (General Assembly Building - third floor)

Monday - Sunday	Open 24 hours

South Lounge (Conference Building - second floor)

Monday - Friday	11 a.m. - 7.30 p.m.

North Lounge Snack Bar (Conference Building - second floor)

Monday - Friday	11 a.m. - 7.30 p.m.

Delegates' Dining Room (Conference Building - fourth floor)

Monday - Friday	11.30 a.m. - 2.30 p.m.

Coffee Shop (General Assembly Building concourse - first basement)

Monday - Sunday	8.30 a.m. - 4.30 p.m.

Viennese Bar (General Assembly Building - first basement)

Monday - Friday	10 a.m. - 5 p.m.

UNDC-1 Cafeteria (third floor)

Monday - Friday	8 a.m. - 4.30 p.m.

UNICEF Cafeteria (UNICEF House - first floor)

Monday - Friday	8.30 a.m. - 4.30 p.m.

Gift Centre (General Assembly Building concourse - first basement)

Monday - Friday	8.30 a.m. - 4.30 p.m.

UNPA Stamp Counter (General Assembly Building concourse - first basement)

Monday - Sunday	9 a.m. - 5.30 p.m.

Bookshop (General Assembly Building concourse - first basement)

Monday - Saturday	9.30 a.m. - 5 p.m.
Sunday	10 a.m. - 5 p.m.

Automobile Service Station (South service entrance - third basement)

Monday - Friday	8.30 a.m. - 5.30 p.m.